NORWALK EASTER PUBLIC LIBRARY
Library Board of Trustees Meeting Minutes
August 2020

Date: Monday August 10, 2020 **Time:** 6:30 pm
Location: Zoom with URL https://us02web.zoom.us/j/5541738280

Due to the COVID-19 pandemic, this meeting was held virtually. Permission granted by the following:

Per Governor Proclamation, on March 20, 2020.
ELECTRONIC MEETINGS AND HEARINGS
SECTION NINE. Pursuant to Iowa Code § 29C.6(6), and at the request of the Iowa League of Cities on behalf of numerous local governmental bodies, I temporarily suspend the regulatory provisions of Iowa Code § 21.8, 26.12, and 414.12, or any other statute imposing a requirement to hold a public meeting or hearing, to the extent that the statutes could be interpreted to prevent a governmental body from holding the meeting by electronic means, provided that the governmental body properly notices the meeting or hearing and includes a telephone conference number or website address that permits the public to participate in the meeting or hearing. I also temporarily suspend those statutes to the extent they could be interpreted to prevent a governmental body from limiting the number of people present at an in-person location of the meeting, provided that the governmental body provides a means for the public to participate by telephone or electronically as provided in this section.

Call to Order
Board President Steve Clarke called the meeting to order at 6:33p.m.
Trustees present at roll call: Steve Clarke, Stephanie Farmer, Sarah Smith, and Nikki Huetter
Library Staff Present: Director Jean Bosch and Annette Clark
Others Present: David Lester

Approval of Agenda
Director Bosch amended the agenda with the addition of a trustee training options discussion to Other Business. Ms. Smith motioned to approve the agenda as amended; Ms. Farmer seconded, and the motion carried unanimously.

Review of July Meeting Minutes
The July Meeting Minutes were provided. With no amendments, Ms. Smith motioned to approve the July Meeting Minutes; Ms. Farmer seconded, and the motion carried unanimously.

Approve Bills
Director Bosch presented the bills that were paid.
Roll call vote:
Clarke – AYE
Farmer – AYE

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Huetter - AYE
Smith – AYE

Treasurer's Report
The treasurer's report was provided to the Board. With the beginning of the fiscal year, there was not much to report. With no questions, Ms. Farmer motioned to approve the Treasurer's Report, and Ms. Smith seconded. The motion carried unanimously.

Director's Update
Director Bosch shared the monthly statistics in regards to library visitors and items circulated. Numbers are low due to the COVID-19 pandemic. Patrons that have come into the library are respectful of the social distancing guidelines.

Several new digital offerings have been made available. The library is piloting Freegal, an online music streaming service. Bold360 is an online reference chat service to add to our website. 11 mobile hotspots have been purchased to circulate for those patrons that need internet access.

Following boiler issues, quotes have been received for repairs.

New Business
Mobile Hotspot Policy – Director Bosch provided an agenda statement for the new Mobile Hotspot Policy and the NEPL Hotspot Borrowing Agreement. With no questions or concerns, Ms. Smith motioned to move forward with policy adoption; Ms. Huetter seconded, and the motion carried unanimously.

Update Trustee Contact Information Page – Director Bosch shared the Trustee Contact Information document to be shared with the State Library of Iowa. If board members need to make changes, please contact Director Bosch. Director Bosch asked the trustees what contact information should be shared on the library website. Mr. Lester suggested a phone number or a norwalk.ia.gov email address for each trustee.

Director's Purchasing Limit Guideline – Director Bosch sought guidance for a purchasing limit for emergencies specifically. The city's purchasing card in Director Bosch's possession has a limit of $5,000 and the trustees agreed that was appropriate. Mr. Clarke suggested sending an email with larger purchases to keep trustees apprised of issues.

Other Business
Trustee Training Options – Director Bosch provided options for trustee training. After a brief discussion, the trustees agreed to have Director Bosch send a link to short recorded trainings. From there the trustees can decide what information to further discuss with Maryann Mori, library consultant from the State Library of Iowa at a later time. Director Bosch is working on updating the trustee handbooks.

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Adjournment
Ms. Smith moved to adjourn the meeting at 7:13 p.m. Ms. Farmer seconded. The motion carried unanimously.

/s/
Sarah Smith, Secretary
08/10/2020

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